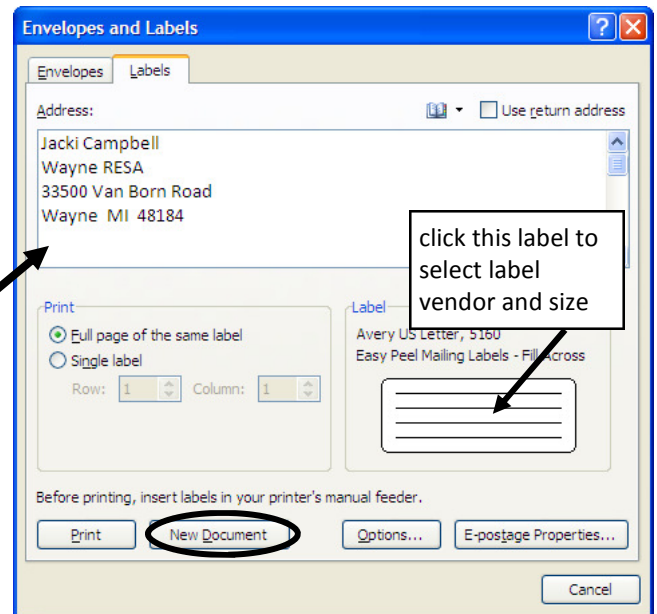


## Creating Labels in Word 2007 — Sheet of Same Labels

Follow these instructions to create a sheet of labels where all labels say the same thing (such as return address labels)

1. Click the MAILINGS tab on the ribbon
2. Click LABELS
3. In the box that opens, click the small label in the lower right corner and select vendor and label number for the label you are using (common 30-label mailing address labels are Avery 5160).
4. Fill in the white box at the top of the label window exactly as you want the labels to appear
5. Click the NEW DOCUMENT button to create sheet of labels



Since labels often print a little bit too close to the left margin, follow these instructions to move the text a bit to the right. To do this, you'll need to see the ruler below the ribbon. If you do not see the ruler, click the VIEW tab and place a check next to RULER.

1. Press ctrl+A keys to select all your text
2. On the ruler, move the left marker a few nudges to the right. Be sure to grab it by the little box underneath the arrows
3. Click in empty space to de-select your text. All of your labels should print a bit to the right now.
4. Be sure to print once on blank paper to test it out before printing on expensive label sheets!

